

Community Connection of Northeast Oregon, Inc.
Position Description
Food Bank Warehouse and Distribution Driver
Salary Range 5 (\$15.02 - \$19.69 per hour)

Position Classification
Salary
Hourly -----X
Overtime Exempt
Overtime Non-Exempt --X
Safety Sensitive

GENERAL STATEMENT OF DUTIES

Delivery of produce and other products throughout CCNO’s four county service area.
Assist Food Bank Warehouse and Distribution Coordinator with flow of food and products to and through the Food Bank Network in a safe, timely, accurate, and equitable manner.
Assist Food Bank Warehouse and Distribution Coordinator with warehouse activities.

SUPERVISION RECEIVED

Works under the general supervision of the County Manager/Regional Food Bank Manger and under direct oversight of the Food Bank Warehouse and Distribution Coordinator.

SUPERVISION EXERCISED

May supervise warehouse volunteers during distributions.

TYPICAL EXAMPLES OF WORK (Any one position will not usually involve all the duties listed, and many positions involve duties which are not listed.)

1. Set up produce delivery orders. This will require lifting, carrying, pulling, pushing, reaching, manipulating boxes, bending, stooping, and standing. Use pallet jack to move product.
2. Arrange drop-off times with local partners. Deliver produce on a specified route throughout the counties of Baker, Grant, Union, and Wallowa.
3. Oversee distribution of products to people in need, or interact with volunteers who are running distribution of products. Set up distribution at off-site location if needed. May assist recipients with the sign-in process and return records to office. Maintain client confidentiality.
4. Monitor temperatures of food that requires time and temperature control, vehicle cooler, and on-site freezers/coolers.
5. Receive and safely unload deliveries with forklift if needed.

6. Keep accurate inventory records on all received product and product being distributed. Inventory all received product; label if necessary.
7. Responsible for fueling, routine checks, and keeping the vehicle interior clean. Maintain records of miles driven and gas used.
8. Assist in maintaining an organized, clean, and efficient warehouse. Clean all warehouse equipment, floors, and surrounding areas. Trash removal, cardboard recycling, sweeping, mopping, and snow shoveling are required.
9. Practice and promote safety in education and all actions.
10. Accept donations and process according to policy.
11. Keep Regional Food Bank Manager informed of any changes, problem areas, or successes within the distribution and receipt of products.
12. Other duties as assigned.

REQUIRED EDUCATION, TRAINING, AND SKILLS

~ High School Diploma or GED, some warehouse experience, must have a valid Oregon Driver's License and an acceptable driving record. Must be proficient in the operation of a forklift and pallet jacks.

~ Must have basic math skills; good communication skills in English (both verbal and written); and good customer service skills; ability to lift up to 50 pounds (somewhat on a continuous basis).

WORK ENVIRONMENT AND PHYSICAL DEMANDS

~ Position requires standing, walking, sitting, bending, lifting, carrying, pulling, pushing, reaching, bending, stooping, and kneeling.

~ Ability to lift continuously and consistently objects up to 50-75 pounds, up to approximately 20,000 pounds per week.

~Noise elevation due to forklift or general warehouse environment may be frequent.

~ Driving, walking, and loading resources in and out of vehicles during inclement weather will be a required part of this position.

Must pass a pre-employment drug test and criminal history background check.

Community Connection is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

If you need assistance or an accommodation due to a disability, you may contact us at jobs@ccno.org or you may call us at 1-541-963-3186.
